
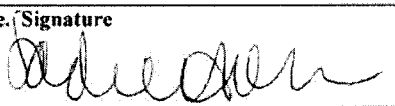


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION EPA Region 8, Denver		2. POSITION NUMBER	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
		b. Title	c. Pay Plan	d. Series	e. Grade
Official Allocation	Environmental Protection Specialist		GS	0028	13
4. Supervisor's Recommendation	Environmental Protection Specialist		GS	0028	12/13
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE <i>Bruce E. Cooper</i>		
7. ORGANIZATION (Give complete organizational breakdown)			e. *Technical and Financial Services Unit		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 8			g.		
c. -Office of Partnerships and Regulatory Assistance			h. Employing Office Location Denver, CO		
d. Water Program *Office of Water Protection			i. Organization Code *XFD00000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Rebecca Russo, Unit Chief, Technical and Financial Services			d. Typed Name and Title of Second-Level Supervisor Sadie Hoskie, Director, Water Program		
b. Signature <i>Rebecca Russo</i>		c. Date 8/20/13	e. Signature <i>Sadie Hoskie</i>		f. Date 8/20/13
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 1043		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature	
				j. Date	
11. REMARKS <div style="text-align: right;"> *per Office of Water Protection reorganization effective 10/2/16 DEC 19 2013 </div>					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION EPA Region 8, Denver		2. POSITION NUMBER	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation					
4. Supervisor's Recommendation	Environmental Protection Specialist	GS	0028	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Technical and Financial Services		6. NAME OF EMPLOYEE			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 8		g.			
c. Office of Partnerships and Regulatory Assistance		h. Employing Office Location Denver, CO			
d. Water Program		i. Organization Code			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Rebecca Russo, Unit Chief, Technical and Financial Services		d. Typed Name and Title of Second-Level Supervisor Sadie Hoskie, Director, Water Program			
b. Signature 		c. Date 9/24/13	e. Signature 		f. Date 9/24/13
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <u>GS 13</u>					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code
g. Bargaining Unit Code	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature		j. Date
11. REMARKS					

STATEMENT OF DIFFERENCE
ENVIRONMENTAL PROTECTION SPECIALIST
GS-0028-12

This position has been reconstructed downward to the GS-12 level in order to provide progression to the GS-13 full performance level.

The incumbent receives progressively more complex assignments, requiring a higher level of knowledge, in the performance of duties leading to the GS-13 full performance level.

The incumbent may be considered for promotion when he/she has satisfactorily demonstrated the ability to perform work at the higher level and meets specialized experience requirements.

Duties, responsibilities, and factors are essentially the same as described at the GS-13 level, except the incumbent performs the work with more instruction on new work and/or under closer supervision, and assignments may not be as broad in scope.

Position Description
Environmental Protection Specialist: GS-0028-
Office of Partnerships and Regulatory Assistance
Water Program

INTRODUCTION

This position is located in the Technical and Financial Services Unit, Water Program, Office of Partnerships and Regulatory Assistance. The Technical and Financial Services Unit (TFS) is responsible for managing many of the water financial and technical assistance programs for states and tribes within EPA Region 8. The purpose of this position is to implement the Safe Drinking Water Act (SDWA) and the Clean Water Act (CWA) via review and analysis of technical and/or administrative issues. This position serves as the Regional Coordinator and project officer (PO) for congressionally funded Special Appropriations Act Projects (SAAP) grants, and as a project officer (PO) for Safe Drinking Water Act Tribal Set-Aside Grants and Interagency Agreements (IAs) and Clean Water Act Indian Set-Aside Grants and IAs, in the Technical and Financial Services Unit.

EPA's budget for State and Tribal Assistance Grants has included funding for a number of "special needs" projects identified in the appropriations bills by name and dollar amount. Funding of these projects is in the form of a grant from EPA. These projects are designed for water infrastructure improvements and eligible project types include drinking water, wastewater, storm water, and water quality improvements. This position will provide grant management knowledge and the ability to coordinate and administratively manage many projects according to SDWA and CWA requirements.

Each year, 2% of the total Safe Drinking Water Act State Revolving Fund (SRF) appropriation and 2% of the Clean Water Act SRF is set aside to fund construction of drinking water and clean water infrastructure in Indian Country. EPA reviews technical documents and provides periodic construction inspections. EPA also manages the grants to Region 8 Tribes and the interagency agreements with the Indian Health Service. This position will serve as the PO for grants and interagency agreements, review technical documents and provide periodic construction inspections, and will assist with plan and specification reviews for the Water Program.

MAJOR DUTIES AND RESPONSIBILITIES

- Serve as the Region 8 Coordinator for SAAP earmark grants.
- Accomplishes duties related to environmental management and/or protection.
- Reviews and analyzes technical and/or administrative issues in order to implement environmental programs.

Regional Coordinator 25%

Serve as the regional authority and coordinator for the SAAP grants.

Duties include:

- Serve as the principal liaison/contact with EPA HQ
- Assist with the preparation of reports for OW/SAAP Program and OCFO
- Serve as a source of specialized/technical information for POs
- Compile, verify, and request technical corrections
- Track deobligations and ensure all funds are recertified to the correct account

- Compile project evaluation requests and serve as the leader in resolving any issues/findings
- Take responsibility for quality of data entry in the SAAP database
- Ensure POs are conducting baseline monitoring and post award monitoring
- Coordinate responses to Congressional inquiries
- Review and comment on national and regional guidance and policy documents.
- Keep management and headquarters apprised of project(s) status.

New SAAPs have not been awarded since 2010. However, the Region still has approximately 40 open and unawarded SAAPs, which will require proper management and oversight until they are all closed out, a process that can take 5-10 years. As SAAPs close out, and if no new SAAPs are awarded, the need for a SAAP Regional Coordinator will diminish and those duties will be replaced by more responsibilities under the Drinking Water Tribal Set-Aside grants and Clean Water Indian Set-Aside Programs. As SAAP Regional Coordinator duties diminish, the incumbent will move into a co-Regional Coordinator role for the DWTSa and CWISA Programs.

Grants and Interagency Agreements 25%

Exercises management responsibilities for grants and interagency agreement activities related to the initiation, administrative, and/or close-out of grants and interagency agreements, including responsibility for monitoring performance. Exercises technical responsibility for grants and IAs. Performs the full range of activities for grants and IAs that involve significant special provisions. Works with parties outside the agency to resolve problems; recommends approval of modifications or extensions. Provides regular reports within region and to Headquarters.

Performs work related to the preparation, execution, and/or tracking of grants and IAs within an organizational unit. Establishes and maintains the official grant or IA files from initial receipt to close-out.

Provides regional technical expertise in the resolution of audit issues and disputes. Participates in national workgroups involved in the development of agency-wide grant or IA program policy to resolve national program problems.

Program/Project Management 25%

Provides advice and assistance to state, local, and/or tribal governments on matters related to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical liaison on environmental programs that include controversial characteristics such as conflicting program goals and requirements. Reviews, analyzes, and recommends modifications of plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of federal environmental standards.

Develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state, local and/or tribal environmental protection programs.

Serves as a technical authority in providing expert advice and assistance to state, local, and/or tribal governments on matters relating to the development, execution, and monitoring of complex environmental protection policies, plans, and programs.

Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water, and/or land resources. Responds to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

Regulations Review/Implementation 25%

Reviews and implements environmental technical standards, guidelines, policies, and formal regulations. Reviews program guidance/regulations and provides comments in support of regulatory actions promulgated by the agency in a program or policy area. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same.

Drafts and recommends regulatory policies and directives for implementation in the regional program area.

As a technical authority, provides principal support for completion of the regional regulatory implementation process in a program area, including conducting public hearings and response to comments from those hearings and other public reviews. Prepares needed documentation, including draft Federal Register notices. Identifies work priorities and schedules.

Performs program administration work, such as contract or grants management, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

FACTORS

Factor 1 - Knowledge Required by the Position 1550 Points

Expert knowledge of environmental concepts, principles, laws, and regulations, and precedent decisions, which provide the capability to recommend substantive program changes or alternative new courses of managerial action requiring the extension and modification of existing environmental philosophy and techniques.

Expert knowledge of program principles and procedures applicable to a wide range of duties in one or more program and/or functional areas, and a high level of skill in applying this knowledge in solving complex problems involving diverse aspects of environmental protection (e.g., performing oversight activities of greater than average difficulty, as in a new program or a program that is being redefined, where procedures require frequent modification and change in order to incorporate revised theories and techniques); modifying or adapting established methods and procedures or making significant departures from previous approaches to solve similar problems; revising standard methods to improve or extend environmental administration and/or management systems; and evaluating, modifying or adapting new methods to meet the requirements of particular situations.

Comprehensive knowledge of statutory, regulatory, and policy requirements applicable to assistance agreements sufficient to identify and resolve complex, controversial grant management issues. Knowledge and skill to evaluate and incorporate the latest developments in the field for use within the region.

Work requires expert knowledge water infrastructure projects.

Factor 2 – Supervisory Controls 450 Points

The supervisor sets the overall objectives and resources available. The EPS and supervisor, in consultation, develop the deadlines, projects, and work to be done.

The EPS, having developed expertise in the specialty area, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the EPS also determines the approach to be taken and the methodology to be used. The EPS keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Factor 3 – Guidelines 450 Points

Guidelines are often inadequate in dealing with the more complex or unusual problems. The EPS is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional environmental methods and practices in developing solutions to problems where precedents are not applicable. This level may include responsibility for the development of material to supplement and explain agency headquarters guidelines.

Factor 4 – Complexity 325 Points

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a number of Tribes, communities, States, programs, utilities, etc. For example, planning and coordinating efforts among several funding agencies providing assistance for the construction of water utility infrastructure, or intensive analysis and problem solving as a recognized expert in grant programs or functional areas.

Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, unique or controversial aspects of environmental protection, or conflicting interests or ideas (as between operational or mission requirements and environmental requirements or between State or Tribal needs and federal needs).

The work requires devising new methods and techniques to produce effective results or implement advances in such areas as pollution prevention, resource allocation, risk assessment, or quality assurance; establishing criteria for administering or evaluating utility infrastructure programs; or developing policy guidance and procedural material for use by program personnel.

Factor 5 – Scope and Effect 325 Points

The purpose of the work is to provide expertise as a specialist in a particular specialty field by furnishing advisory, planning or reviewing services on specific problems, projects, programs and functions. The work may include the development of criteria, procedures, or instructions for major agency activities. Work products may have an impact on a wide range of the agency's programs.

Factors 6 and 7 – Personal Contacts and Purpose of Contacts 180 Points

Personal contacts include a variety of officials, managers, professionals or executives or other agencies and outside organizations. Typical of these contracts are manufacturers' representatives, private architecture-engineer firms, specialists at contractor plants, and engineers and architects from other Federal agencies, state and local governments.

The purpose of contracts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect, e.g., negotiating compliance requirements or timetables; representing the Agency on controversial grant requests; challenging the results of surveys or inspections by regulatory agencies; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action plans or funding requirements for public health protection or environmental compliance and restoration projects.

Factor 8 – Physical Demands 5 Points

The work is primarily sedentary.

Factor 9 – Work Environment 5 Points

Work is primarily in an office setting with some trips to operating facilities, which involves potential radiation or contamination exposure. The incumbent must wear protective clothing and follow standard safety procedures.

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Bruce E. Cooper		This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Protection Specialist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
		X	
Series/Grade	GS-0028-		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	R8, OPRA, Water, TFS		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	Date
Personnel Specialist's	Date 09.26.13

Part 1. Contracts Management Duties

			Monitors management and performance of delivery orders/work assignments after award
Pre-award:			Defines scope of work for work assignments
	Plans Procurements		Approves payment requests of ACH drawdowns
	Estimates Costs		Manages cost-reimbursement contracts
	Obtains funding commitments		Reviews invoices
	Prepares procurement requests		Inspects and accepts deliverables
	Writes statements of work		Other (list)
	Reviews statements of work		
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		Close-out:
	Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		Reconciles payments with work performance
	Other (lists)		Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
	Reviews contractor progress reports		
	Monitors government-furnished property		Percentage of Time Spent on Contracts Management
	Monitors cost, management, and overall technical performance of contract after award	0	%

Continued

SCANNED

DEC 1 8 2013

01-11-13

Part 2. Grants/Cooperative Agreements Duties		X	Advises Grants Management Office of potential problems/issues
Pre-application/Application:		X	Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
	Prepares solicitation for proposals		
	Identifies potential grantees for area of program emphasis	X	Approves payments requests or ACH drawdowns
x	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	X	Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
	Provides administrative information to applicants	X	Negotiates amendments
	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	X	Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
		X	When necessary, recommends termination of the agreement
X	Assists applicant in resolving issues in application	X	Resolves with Grants Management Office administrative and financial issues
	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	X	Conducts periodic reviews to ensure compliance with agreement
			Other (list)
X	Negotiates level of funding		
X	Conducts site visits to evaluate program capability		Close-out:
X	Serves as resource to Selection Panel	X	Certifies deliverables were satisfactory and timely
X	Informs applicants of funding decisions	X	Provides assistance to recipients and Grants Management Office to ensure timely close-out
	Other (list)	X	Reconciles payment with work performed
		X	Notifies recipient of close-out requirements
		X	Obtains legal assistance if necessary to resolve incomplete close-out
		X	If project is audited, responds to issues and ensures recipient complies with audit recommendations
			Other (list)
Award:			
X	Prepares funding package, including Decision Memorandum		
X	Obtains concurrences/approvals		
X	Reviews/concurs in completed document		
X	Establishes project file		
	Other (list)		
Project Management/Administration:			Percentage of Time Spent on Grants/Cooperative Agreements Management
X	Monitors recipient's activities and progress		
X	Reviews reports and deliverables and notifies recipient of comments		10 %
X	Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties			
Pre-Agreement:		X	Monitors cost management and overall technical Performance
X	Plans and negotiates work effort	X	Participates in decisions about project modification/termination
	Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
X	Obtains funding commitments		
X	Prepares commitment notice		
X	Writes or reviews scope of work	X	Inspects and accepts deliverables
X	Responds to pre-agreement inquiries		Other (list)
X	Participates in pre-agreement conferences		
X	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Close-out:
	Negotiates and ensures execution of Superfund State Contracts (Superfund only)	X	Reviews final report
X	Performs technical evaluation of work plan and budget	X	Decides on disbursement of equipment
X	Prepares funding package and obtains necessary concurrences	X	Reconciles payments with work performed
	Other (list)	X	Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
		X	Certifies deliverables
		X	Resolves close-out issues with Grants Management Office/other agency
			Other (list)
Project Management/Administration:			
X	Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:
			15 %